



# NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM (APRIL 30, 2012 PAYDAY) OTHER PAY AND LEAVE SIMPLIFICATIONS

Auditor-Controller  
Announcement  
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Page 1 of 2

## In this Issue:

### Simplifications

- Year-End Payout of Excess Vacation
- Step Placement on Job Appointment
- Work Hours Displayed on Pay Statement

## Frequently Asked Questions

For more details on these issues and other information visit the Employee Portal: <http://mylacounty.gov> or ask your personnel or payroll manager.

### What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). Under eHR, employees will see simplified rules for determining excess vacation hours paid at year-end, setting step placement anniversary dates, and for the display of paid hours on pay statements.

### What Do I Need to Know?

#### SIMPLIFIED RULE FOR DETERMINING EXCESS VACATION

Assuming that you have not exhausted all of your accrued vacation time each year, current policy limits the number of vacation hours that can be carried over to the next year. The rule currently allows an employee to carry over 320 hours to the next year, not counting the hours earned in the current year.

This will change at the end of 2012 to limit the maximum number of carryover hours to 480 hours, including hours earned in the current year, again assuming that you have not used all of your vacation hours.

Note: This change does not apply to safety fire or lifeguard employees employed by the Fire department. Employees on these jobs already have a similar practice in place. See Example 1 on pg. 2

### eHR Highlights!

- Replacing a 20-year old personnel and timekeeping system (CWTAPPS)
- First Payday: April 30, 2012
- Simplified Salary Calculations
- Greater Access to Personal Information through Employee Self Service (ESS)

#### USE OF ACTUAL JOB APPOINTMENT DATE FOR STEP ADVANCE

In most cases, employees advance to the next step of the salary schedule upon completion of one year of service.

Currently, if the employee's date of appointment is between the 1st and 15th of a month, the step advancement anniversary date is set to the first of that month. If the employee's date of appointment is between the 16th and 31st of any month, the step-advancement anniversary date is set to the first of the next month.

Beginning in April 1, 2012, the step-advancement anniversary date for job appointments will be the actual date of appointment.

Employee appointments made prior to April 1, 2012 retain the current 1st of month as the step-advancement anniversary date. Also, employees paid under the Tier II Management Appraisal and Performance Plan (MAPP II), will continue to have a step-advancement anniversary date of October 1st.

For more information on the new eHR System, please visit the LA County Employee Portal at: <http://mylacounty.gov>



### ACTUAL HOURS WORKED SHOWN ON PAY STATEMENT

To simplify the processing between our old timekeeping system and our new eHR payroll system in 2010, monthly 40-hour employees saw 87:00 hours each pay period as the number of paid Regular Hours (PP099) on their pay statement. Monthly 56-hour employees saw 121:48 hours.

Since we will have one integrated system beginning April 2012, you will see your actual paid hours on your pay statement. So, if you work 96 hours you'll see 96 Regular Hours, and if you work 80 hours you'll see 80 Regular Hours. This will have no effect on your pay.

### EXAMPLES

#### Example 1 - Simplified Rule for Determining Excess Vacation

**An employee earns 160 vacation hours a year and does not take any vacation time.**

##### Current Practice

At the end of the 3rd year, the employee would have earned 480 hours of vacation: 320 hours for years 1 and 2, and 160 hours in the 3rd year (current year). The 320 hours earned in years 1 and 2 are compared to the 320-hour limit. Because there are no hours over the 320-hour limit, no excess vacation hours are paid.

At the end of the 4th year, the employee would have earned 640 hours of vacation; 480 for years 1 through 3, and 160 hours in the 4th year (current year). The 480 hours earned in the years 1, 2 and 3 are compared to the 320-hour limit. The employee is paid for 160 hours of excess vacation time and has 480 hours left at the beginning of the new year.

##### Under eHR

At the end of the 3rd year the employee has earned a total of 480 vacation hours (160 a year for 3 years), and is at the new 480-hour limit established for all hours. Because there are no hours over the 480-hour limit, no excess vacation hours are paid.

At the end of the 4th year the employee has earned 640 hours (160 a year for 4 years), and is 160 hours over the 480-hour limit. The employee will be paid 160 hours of excess vacation time, and has 480 left at the beginning of the new year.

#### Example 2 - Step Placement on Job Appointment

**An employee is promoted effective April 25, 2012 .**

##### Current Practice

Because the employee was promoted between the 16th and 31st of April, the step anniversary date is May 1, 2013

##### New Practice

The employee's step anniversary date is April 25, 2013.

